

HUMAN RESOURCES MEMORANDUM 07-036A		DATE ISSUED: 12/04/2007
SUBJECT: Military Service-Unpaid Spousal Leave		REFERENCE: None
TO: Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Introduction

Effective October 10, 2007 eligible spouses of deployed military personnel on a leave from military duty will be provided 10 days of unpaid leave.

Who is Eligible?

The spouse of a “qualified member” of the military who works an average of 20 or more hours per week.

Who is a Qualified Military Member?

A member of the U.S. Armed Forces, National Guard or Reserves who has been deployed in support of an Operational Mission under Sections 12301 and 12302 of Title 10 of the United States Code or Title 32 of the United States Code.

What is a Qualified Leave?

The following leave types qualify for 10 days of unpaid leave:

Military Department	Type of Leave
U.S. Armed Forces	A break during deployment
National Guard	<ul style="list-style-type: none"> • Mid-tour leave during deployment • End of tour leave during deployment

What are the Current Combat Zones?

The following are current combat Zones:

- Adriatic Sea, Afghanistan, Albania, Arabian Sea
- Bahrain, Federal Republic of Yugoslavia (Serbia/Montenegro)
- Gulf of Aden, Gulf of Oman
- Ionian Sea-north of the 39th parallel
- Iraq, Kuwait
- Oman, Persian Gulf
- Qatar, Red Sea
- Saudi Arabia, United Arab Emirates

Employee's Leave Request

The employee is responsible to:

- Notify his/her supervisor of intent to take leave within two business days of receiving official notice of spouse's leave from military deployment.
- Complete the attached Request for Spousal Military Leave form and give to supervisor.
<http://www.documents.dgs.ca.gov/ohr/MilitaryForms/SpousalMilitaryReq.pdf>
- Provide supervisor with certification that spouse is on leave from active duty during the time the leave is requested.

Posting PAL

Posting PAL for unpaid Spousal Military Leave should reflect the new alias MSL.

Supervisor's Responsibility

The Supervisor is responsible to:

- Review the Spousal Military Leave form and certification to ensure the employee is eligible for leave.
- Forward the Military leave form and certification of spouse's leave documents immediately to his/her Specialist.

Questions

For questions regarding this memorandum, please contact your Personnel Specialist.

/s/

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